

CHILDCARE STAFF

GRADE: 5

FLSA: NON-EXEMPT

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

DESCRIPTION OF DUTIES:

Works under the direct supervision of the Preschool Childcare Director. Assists with the daily operation of the preschool program. Plans and implements age-related activities for the participants. Is knowledgeable of State of Maryland Department of Education Office of Childcare licensing regulations and guidelines of this organization to work in a childcare environment.

QUALIFICATIONS/SKILLS:

Have received Senior Staff Qualifications by the State of Maryland Department of Education Office of Childcare **OR**

- Be at least 20 years old.
- Successfully completed 6 semester hours of coursework related to preschool children or 90 clock hours or their equivalent or approved training.
- One year of work experience with preschool age children.
- First Aid & CPR qualified (or willing to become certified).
- Valid Drivers license in the State of Maryland (not required).

EDUCATION:

- HS diploma or a GED.
- Will be required to have a Medical Report Form completed by personal physician to verify employee is in good health and can work with children.
- Will be fingerprinted by the City of Rockville.

DIVISIONS:

Childcare